

## SECURITY & EMERGENCY MANAGEMENT SPECIALIST

Classification: Administrative – Central Office

Location: Risk Management

Reports to: Risk Manager

FLSA Status: Exempt

Bargaining Unit: OSEA

Job Group: Administrative

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Provide management and leadership in the operation of a comprehensive program for emergency management. Lead District administrators and others to meet their responsibilities in maintaining safe and secure school environments. Manage and coordinate planning, response and recovery for emergencies and disasters. Develop plans, programs and procedures for natural disasters and human threats.

### **Part II: Supervision and Controls over the Work:**

Works under the supervision of a District administrator(s) assigned overall responsibility for risk management and works in close collaboration with the Administrators for Risk Management, Facilities and emergency coordinators from other jurisdictions including Clackamas County, City of Happy Valley and the City of Milwaukie. This position will interface daily with students, parents, and District employees of all levels. While the position does not hold supervisory responsibility, it does lead administrator at the district level and operational management at the building level and must make independent decisions in alignment with guidance, training and established procedures.

### **Part III: Major Duties and Responsibilities:**

1. Works collaboratively with all departments and personnel to implement emergency management, safety, security and risk initiatives.
2. Provide training to staff on approved District emergency protocols. Organize and lead regular disaster exercises and drills to evaluate response plans. Ensure all District buildings have an Incident Command System (ICS) prepared and “response ready”.
3. Develop, implement and oversee effective operations of a District level ICS through feedback and frequent review of internal processes. This includes training and leading District Executive Team in ICS process and emergency response.
4. Review and approve school emergency response plans, work collaboratively with first responders, District administrators and other stakeholders to facilitate any necessary revisions or modifications to the District’s plan. Maintain and update all resource

materials associated with emergency preparedness plans. The plans outline operating procedures to be used in mitigation, preparation, response, protection and recovery from disasters and emergencies including fire, earthquake, flood, high wind and human threats.

5. Design and administer emergency and disaster preparedness training courses, materials and plans to train employees, students, parents and other community members.
6. Apply for grants and federal funding for emergency management related needs. Administer such grants and report on their progress.
7. Participate in local and regional emergency planning groups and exercises. This includes participation in District and community threat response and at-risk behavior teams as assigned. Collaborate with other emergency management personnel, local, state and federal officials, and schools in order to facilitate plan development and response effort coordination.
8. Lead disaster and emergency recovery efforts to include assessment of losses, procedures and effectiveness of actions. Serve as a Tier I member of the District ICS team. This can include working prolonged hours beyond the normal business day, including weekends, holidays, etc.
9. Provide training. Develop, deliver and improve training to various stakeholders. Deliver a variety of training such as large group, table top, drill and web-based.
10. Ensure Campus Security Monitors are certified with the State Department of Public Safety Standards and Training (DPSST) and receive training to perform tasks outlined in the job responsibilities.
11. Coordinate Campus Security Monitor activities and training as well as maintain relationships with School Resource Officers.
12. Provide oversight and serve as a resource to schools for crossing guard programs.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Bachelor's degree or equivalent with preference for a degree in emergency management, public safety or a related field or any combination of experience and training that would likely provide the required knowledge and abilities as appropriate.
- Four years of professional work experience; or any combination of experience and training that would provide the applicant with the desired skills, knowledge, and ability to perform the job.
- Must be able to complete NIMS / Incident Command Training courses (ICS100, 200, 300, 400, IS-700 and 800) and Emergency Multi-Hazard Planning for Schools (E362).

- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
- Ability to interact with staff and 3<sup>rd</sup> parties personally, telephonically, and through electronic communications, including in emotional and difficult situations with calm, deliberate and clear organization.
- Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
- Must be able to pass a criminal background check.
- Possess a valid state driver license. May require use of personal vehicle.
- Ability to maintain confidentiality in all matters.

**Part V: Desired Qualifications:**

- Prefer certification in National Incident Management System (NIMS) and in FEMA Emergency Response.
- Meet minimum standards required to obtain certification as an Unarmed Private Security Instructor, Executive and/or Supervisory Manager with Oregon DPSST, including but not limited to a minimum of three years' work experience in private security services, military police or law enforcement fields.
- Bilingual and bicultural skills.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Emergency Management Specialist needs to be highly mobile at all sites in the District. The work is performed in a variety of environments in the schools and other District properties. The incumbent will work indoors and outside in various weather conditions.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds.

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee may be required to work prolonged hours, including evenings and/or weekends to provide training and in the event of an emergency.
- Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control and decorum and professionalism.